

OFFICE OF THE CIRCUIT EXECUTIVE
UNITED STATES COURTS FOR THE NINTH CIRCUIT

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TO: Chief Judge Hug, Chief District Judges, Chief Bankruptcy Judges, District Clerks,
Bankruptcy Clerks, Clerk of COA, Chief Pretrial Officers, Chief Probation Officers and
Federal Public Defenders

FROM: Greg Walters, *Circuit Executive*

DATE: April 13, 1999

RE: Draft of Space Management Plan

In 1992 the United States Judicial Conference recommended that each circuit develop a Space Management Plan. The Space and Security Committee of the Judicial Council has developed a draft Space Management Plan for the Ninth Circuit. This Plan describes the statutes, policies, roles and responsibilities under which space is provided and documents the procedures we follow. Most of what is documented here follows current practice. However, there may be some elements of the document which are new information.

This Plan will become the governing policy for the provision of space in the Ninth Circuit and therefore the Committee encourages you to carefully review this document so that any questions you have may be resolved before taking it to the Judicial Council for approval.

Diana Proctor, Assistant Circuit Executive for Space and Facilities will attend the Chief Bankruptcy Judges meeting on April 30th and the Chief District Judges meeting in June to discuss this Plan and hear your comments. Written comments should be sent to Diana no later than June 30th in order to incorporate them into the final document for the July Judicial Council meeting. If you have any questions or wish to discuss the draft Plan, please contact Diana at (415) 556-6165

Attachment

cc: Ross Eisenman, *Assistant Director*
Bill Lehman, *Chief Space & Facilities Division*
Dee White, *Space Program Manager*
Karma Phillips, *GSA, Region 8*
Mary Ghent, *GSA Region 9*
Wayne Lim, *GSA Region 10*